

Parent Council

Purpose

The St. Paul Christian Academy Parent Council's purpose is to enhance the school environment by participating in matters of fundraising, facilitating parental involvement, and sponsoring or assisting with specific events and activities. The Parent Council works in cooperation with the St. Paul Christian Academy Board of Trust, administration, faculty, and staff.

Policies

Requests for assistance or action on the part of the Parent Council must be submitted in writing and approved by the Parent Council general board.

Organization of the Parent Council

The Parent Council is structured as follows:

- **General Membership** - Each parent or guardian of a student enrolled in the school is a member of the general membership of the Parent Council. Each member has one vote in general membership meetings. Two or more meetings of the general membership occur each year. Questions or concerns need to be placed on the agenda prior to the meeting by contacting one of the co-presidents.
- **General Board** - Consists of all officers, chairpersons of all standing and activity committees, and the immediate past co-presidents. The General Board meets a minimum of nine times throughout the year and is responsible for the general charge and control of the affairs, funds, and property of the Parent Council.
- **Executive Committee** - Consists of the co-presidents, vice co-presidents, secretary, treasurer, member-at-large, and immediate past co-presidents. The Executive Committee shall be vested with all the powers of the General Board between meetings.

By-Laws

A copy of the by-laws of the Parent Council is available upon request. The by-laws contain additional information concerning policies, officers' responsibilities, events, etc.

Elections

The Nominating Committee will identify potential candidates for officers and activity chairpersons. The nominating committee consists of the current co-presidents, the immediate

past co-presidents, and the current vice co-presidents. A slate of officers is presented to the General Board for approval. (For further information concerning elections and voting, refer to by-laws.)

Allocation of Parent Council Funds

The treasurer and co-presidents will meet with the head of school to determine the use of funds raised by the Parent Council and shall recommend to the Parent Council General Board one or more uses for such funds. The Parent Council General Board shall then approve the use of such funds and will then be announced to the general membership.

Parent Council Officers: (see By-Laws for responsibilities)

Co-Presidents

Vice-President

Secretary

Treasurer

Member-at-Large

Immediate Past Co-Presidents

Parent Council Standing Committee

Nominating (Chair and Immediate Past Co-Presidents) - responsible for preparing slate of officers and appointing activity chairpersons

Parent Council Activity Committees and Chairpersons

The following are St. Paul Christian Academy events held during the year that the Parent Council is either responsible for organizing or assists in a supportive role. A parent is appointed as chairperson or co-chair of each event.

Fundraising

- **Saints Bash** - the co-chairs of this fun-filled event promote community at St. Paul, raise funds for the Parent Council, and involve parents in the promotion, participation, and service of the fundraiser. In conjunction with the Office of Development, the co-chairs solicit members and companies to underwrite or donate funds, gifts, or services.
- **Saint Shop** - the co-chairs are responsible for working with the administration in the operation of the Saint Shop, which is St. Paul's spirit store. Duties include inventory (ordering and restocking), finances (working with the treasurer to insure all monies are accounted for), and scheduling store staff (working with sixth graders and volunteers).

*Please note: All St. Paul Christian Academy logos fall within copyright laws and usage of these must be approved by St. Paul Christian Academy.

- **Shopping Partners** - the chairperson promotes and operates Kroger Plus cards, Publix Partners, and AmazonSmile shopping programs. The chairperson also oversees the collection of General Mills' Boxtops for Education, and organizes spirit nights at local restaurants to benefit St. Paul Christian Academy.
- **Spring Book Fair** - the co-chairs order books, work with St. Paul Christian Academy to publicize details of the sale to parents, set up the sale, and handle transactions. The Spring Book Fair provides parents with an opportunity to purchase new books, including those on the student summer reading lists.
- **Used Textbook Sale** - the co-chairs work with St. Paul Christian Academy to publicize details of the sale to parents, collect books, organize books by grade, set up the sale, handle transactions, and send checks to sellers.
- **Used Uniform Sale** - the co-chairs organize an end-of-the-year uniform consignment sale for those families interested in selling and purchasing St. Paul uniforms at a discounted price. The chairperson also organizes sales in August and November, although there will not be a collection of new consigned items at either of these sales.

Fellowship

- **All Saints Festival** – the co-chairs will plan a fun-filled community event to promote fellowship among St. Paul families
- **Father-Daughter Sock Hop** - the chairperson of this event organizes the sock hop for 4th, 5th, and 6th-grade girls and their fathers.
- **Sweetheart Moms' Breakfast** - the co-chairs of this event organize a breakfast for 6th-grade children and their mothers in February

Appreciation

- **Admission Hospitality and WNSL Basketball Greeters** - the co-chairs provide a warm, friendly welcome for prospective families; recruit parent-volunteers to welcome the Nashville community to our campus; and serve as ambassadors for the concessions during WNSL Basketball games on Saturdays in the spring
- **Graduation Reception** - the co-chairs organize a light reception following graduation for graduates and their guests
- **Sunshine Committee** - the chairperson provides support to St. Paul families in the event of death, illness, or birth in the family
- **Teacher Luncheons** - the co-chairs organize special lunches for the faculty throughout the year
- **Teacher Treats** - the co-chairs organize monthly treat days for the faculty

Parent Mobilization

- **Christmas Program** - the co-chairs assist the music teacher with the program by helping with decorations, props, costumes, refreshments, and volunteers
- **Concessions** - the chairperson organizes concessions sales and volunteers for St. Paul Christian Academy athletic events
- **Field Day** - the co-chairs works with the athletics and after-school program director to plan a day of fun and friendly competition; the co-chairs recruit volunteers, organize equipment, and plan any supporting events
- **Grandparents' and Special Friends' Day** - the co-chairs help St. Paul Christian Academy plan an event that brings grandparents to the school by assisting with event logistics, planning the reception, and recruiting volunteers
- **Library Helpers** - the co-chairs assist the school librarian with re-shelving books, Christmas decor, and other library-related activities
- **Parent Forums** - the co-chairs organize various parent events and speakers throughout the school year
- **Prayer Parent** - the co-chairs coordinate an effort to encourage prayer for students among parents
- **Room Parent Coordinator** - the co-chairs recruit parents to serve as contact parent, party parent, and prayer parent for all grades
- **School Supplies & Giving Tree** - the co-chairs organize the ordering of school supplies and the Giving Tree effort to provide items on each teacher's classroom supply wish list, including displaying these items in a way for families to select and purchase as a way to further support the teachers
- **Spiritual Life Week Service Day** - the chairperson works with the Director of Spiritual Life to plan a day of service during Spiritual Life Week
- **Social Media** - the chairperson coordinates the Parent Council's social media presence and promotes Parent Council events